



WANTED

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PRISMA

As part of our expansion strategy we are looking for:

- **PROJECT MANAGERS F/M**
- **JUNIOR PROJECT MANAGERS F/M**

Qualifications and key attributes:

- Good English, French and German communication skills required – verbal and written
- Strong project management and business process analyses skills and experience
- PC skills and software proficiency (Word, Excel, Adobe Acrobat)
- Excellent time management and organization skills
- Client driven attitude (pro-activity and professionalism)
- Quality and detail consciousness
- Team player
- Professional demeanor and ability to work well under pressure
- Focused on goals and company objectives
- Self motivated and pro-active
- Flexible and independent work approach

Summary:

Reaching a multi-lingual audience and maintaining legal compliance, the PM manages documentation for International Investment Fund Companies that include semi/annual reports, prospectuses, shareholder notices, and marketing documentation etc., on behalf of a wide range of companies in Luxembourg the PRISMA PM works closely with the clients, auditors and fund administrators, as required, keeping track of timeframes.

The PM role serves as a direct liaison between the client and the Client Relationship Manager, to ensure the timely and accurate production of client's documents. Communicating specifications and expectations to all areas of production. This involves coordination of multiple projects simultaneously and the ability to provide accurate and detailed instructions in both verbal and written form. Working behind the Client Relationship/Sales team it will also be the responsibility of the Project Manager to compile and administer each account and/or document, including preparing for invoicing, and managing other client or service provider enquiries.

If you are interested to join a young and dynamic team, please send your CV to

Carole Miltgen
Managing Director
carole.miltgen@prisma.lu

Project Management

Typesetting

Translation

Print

Distribution